DOCUMENT RESUME

ED 118 767 CE 006 272

AUTHOR	Evans, Erma
TITLE	Typing: What Matters Is How.
INSTITUTION	Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
SPONS AGENCY	New Jersey State Dept. of Education, Trenton. Div. of Vocational Education.
REPORT NO	VT-102-450
PUB DATE	Jul 75
NOTE	79p.; For related documents, see CE 006 265, CE 006 269, and CE 006 281
AVAILABLE FROM	Vocational-Technical Curriculum Laboratory, Rutgers, The State University, Building 4103, Kilmer Campus, New Brunswick, New Jersey 08903 ($2.00)
EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage
DESCRIPTORS	Employment Qualifications; Instructional Materials; *Learning Activities; Office Occupations Education; *Secondary Education; Skill Development; *Special Education; *Study Guides; Supplementary Textbooks; *Typewriting; Worksheets

ABSTRACT

The text is a series of minilessons that were developed for high school students with special learning needs. The emphasis is on how to type with interesting messages, illustrations, and analogies used to attract the attention of the learner. Repetition and review are provided for emphasis, reinforcement, and achievement. The student manual is designed to supplement and reinforce a regular textbook. A "quick guide" to the following specific techniques is provided so the sequence of the lessons may be varied: accurate typing, attitude, body position, concentration, effective typing, employment goals, speed, and stroking techniques. (Author/LJ)

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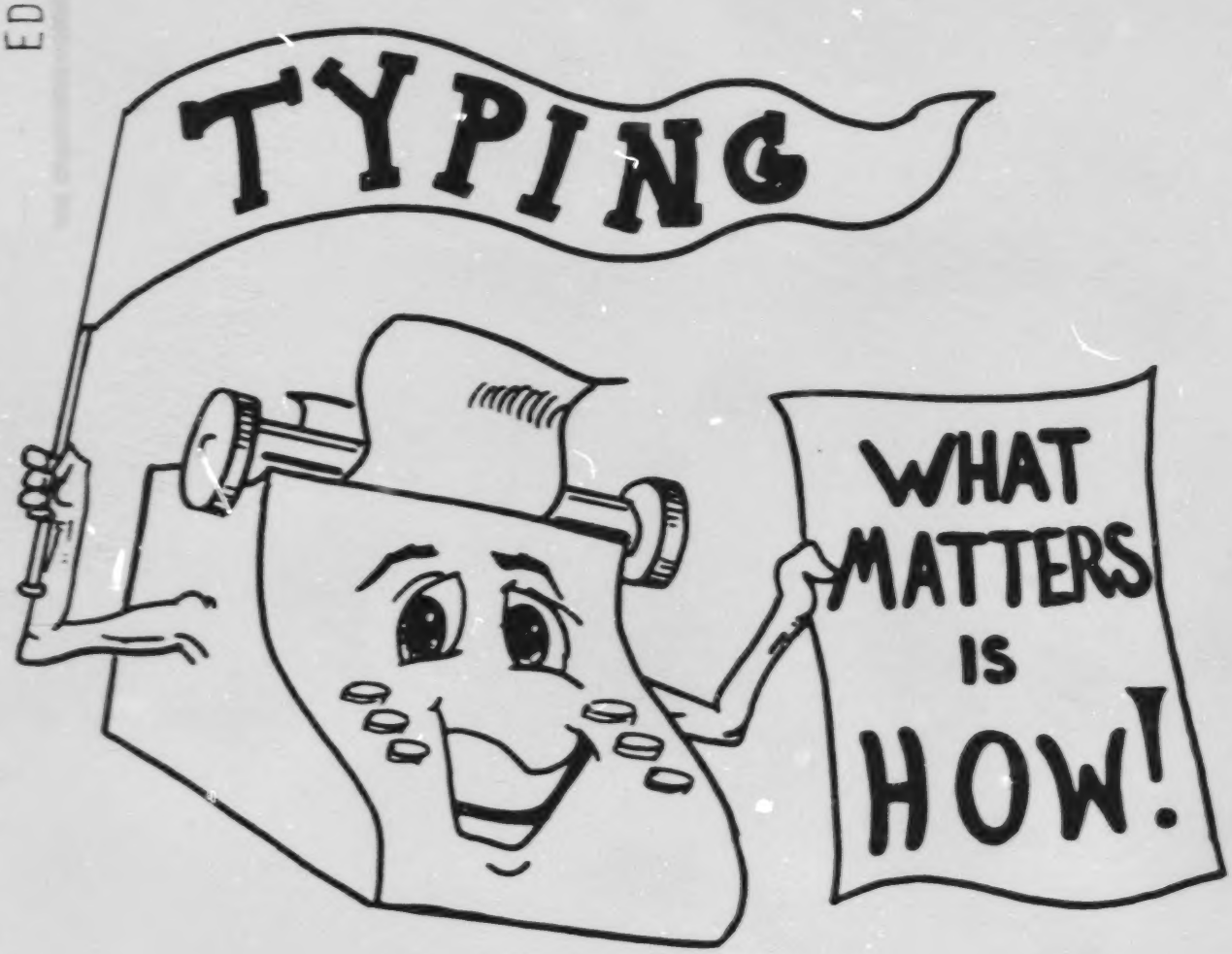

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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TYPING: WHAT MATTERS IS HOW

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July 1975

VT-102-K50

NEW JERSEY DEPARTMENT OF EDUCATION – FRED G. BURKE, COMMISSIONER

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CURRICULUM LABORATORY

RUTGERS – THE STATE UNIVERSITY

BUILDING 4103 – KILMER CAMPUS

NEW BRUNSWICK, NEW JERSEY

This text is a series of mini-lessons that were developed for students with special learning needs. The emphasis is on *how to type* with interesting messages, illustrations, and analogies used to attract the attention of the learner. Repetition and review are provided for emphasis, reinforcement, and achievement.

The manual is designed to supplement and reinforce your regular textbook. The lessons are organized in the sequential order used by the author in her classroom. However, if the teacher wishes to deviate or reinforce specific techniques, ready reference to the QUICK GUIDE will help you select the lessons. The lessons are organized in the QUICK GUIDE according to the following areas:

Accurate Typing

Body Position

Concentration

Effective Typing

Employment Goals

Speed

Stroking Techniques

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INTRODUCTION

SO . . . .YOU WANT TO LEARN TO TYPE!

CONGRATULATIONS

YOU HAVE WISELY CHOSEN A SKILL THAT WILL OFFER YOU A LARGE VARIETY OF EMPLOYMENT OPPORTUNITIES.

Learning HOW TO TOUCH TYPE is as easy as A – B – C!

T
O
U
C
H
T
Y
P
I
N
G

When you are WILLING TO LEARN . . .
and learn to work
in a RELAXED POSITION
and in a RELAXED FRAME
OF MIND .

But you must be . . .
PATIENT
AMBITIOUS
WILLING TO CONCENTRATE
COOPERATIVE

YOUR SUCCESS STORY

Your success story can be told. But SUCCESS means a great deal of hard work and lots of practice.

Learning to type requires many hours of:

PRACTICE
DRILL
REPETITION
REVIEW
AND MORE DRILL, DRILL, and DRILL

Both good athletes and good typists need lots of practice.

So . . .plan to come to typing class with a well-rested body and mind, so you will have the energy needed to be a

"TOP BANANA"

in your typing class. Tell your SUCCESS STORY at the completion of your typing course. Your future employer is waiting to hear your SUCCESS STORY.

HOW SUCCESSFUL CAN YOU BE IN REMEMBERING WHAT YOU JUST READ? PROVE IT! PLEASE FILL IN THE FOLLOWING BLANK LINES:

1. SUCCESS means a great deal of _____ _____ and lots of _____

2. Learning to type requires _____ hours of:

   _____
   _____
   _____
   _____
   _____

3. Good typists and _____ _____ need lots of practice.

4. You should come to typing class with a _____ body _____ _____. You will have the _____ needed to be a _____ in your class.

5. Your _____ _____ is waiting to hear your _____ _____.

ARE YOU "TURNED ON"?

Yes, a "TURNED ON" attitude is a very desirable habit to get into when you start your typing lessons.

Before you start your lesson, check and see if *your* "ON" key is switched to the "ON" position.

Do you have the right chair? Sit at a comfortable height to the desk and typewriter.

Be prepared to learn to LISTEN attentively to all INSTRUCTIONS. Clear your mind and thoughts. Think only about your typing lesson.

CONCENTRATE on your efforts. Work will be your most VALUABLE weapon to CONQUER fear and doubt.

REMEMBER to start with a RELAXED and READY feeling to LISTEN, LEARN, and TYPE.

DID YOU GET "TURNED ON"?

Let's prove it by really demonstrating (showing) how you get .....*"TURNED ON"*

DEMONSTRATE:

IF ..... you are "TURNED ON"
(your "ON" key will be on.)

HOW ..... you are "TURNED ON"
(When you are "turned On", your expression and attitudes show it)

WHEN .... you are "TURNED ON"
(You are ready and anxious to start typing.)

"TURNED ON" could also mean you are with the "IN-GROUP" and also "WITH IT".

"RIGHT ON"

These are some SIMPLE GUIDES to be
"RIGHT ON"

You are "RIGHT ON" when you . . . . . .

1. Have your MIND "RIGHT ON" your work.
2. Have your EYES "RIGHT ON" your work.
3. Your FINGERS are "RIGHT ON" the CENTER of the keys.
4. Your FEET are "RIGHT ON" the floor. (flat)
5. Your TYPING BOOK is "RIGHT ON" the desk.
6. You are "RIGHT ON" with PATIENCE.
7. You are "RIGHT ON" with AMBITION.
8. You are "RIGHT ON" with CONCENTRATION.
9. You are "RIGHT ON" with your ATTITUDE.
10. "RIGHT ON" MEANS you're READY TO TYPE!

SO . . . . .

11. "RIGHT ON" with your TYPING LESSON!

THE "IN-GROUP" LIKES TO BE "RIGHT ON"

Do you want to be a member of the "IN-GROUP?"

First, check yourself.

Answer YES or NO to the following questions:

Are your EYES "RIGHT ON" your work?	YES___ NO___
Is your MIND "RIGHT ON" your work?	YES___ NO___
Are your FINGERS "RIGHT ON" the center of the keys?	YES___ NO___
Are your FEET "RIGHT ON" (flat) on the floor?	YES___ NO___
Are you "RIGHT ON" with CONCENTRATION?	YES___ NO___
Is your TYPING BOOK "RIGHT ON" the desk?	YES___ NO___
Are you "RIGHT ON" with AMBITION?	YES___ NO___
Are you "RIGHT ON" with ENTHUSIASM?	YES___ NO___
Is your ATTITUDE "RIGHT ON?"	YES___ NO___
Are you "RIGHT ON" with PATIENCE today?	YES___ NO___
Are you "RIGHT ON" READY TO TYPE?	YES___ NO___

Check your score. How can you improve?

IT MAY SEEM "CORNY", BUT . . .

Your position at the typewriter will predict what kind of a position you will get in the business world.

Your position at the typewriter can indicate your attitude. Your position at the typewriter can show if you are relaxed. Your position at the typewriter tells many things about you and your future.

Check yourself:

Are your feet flat on the floor?

Are your arms close to your side?

Are your elbows in?

Are your eyes on the copy?

Are your shoulders back, but down and relaxed?

Is your back up against the chair?

Is your body leaning forward very slightly?

Are your wrists parallel with the typewriter?

IT MAY SEEM "CORNY", BUT . . . .

1. LEARNING TO TYPE means a lot of HARD WORK and lots of GOOD PRACTICE.

+

2.

BECAUSE . . . . .

3. GOOD TYPING requires RELAXATION . . .

4. and STEADY PRACTICE plus real CONCENTRATION.

TRICKS UP YOUR SLEEVE

"LIKE MAGIC" the tricks up your sleeve are the kinds of TECHNIQUES you will use. Techniques of typing means HOW you type!

Have you ever watched an expert win a swimming contest? Did you notice how easy it seemed? Did it look like she was WORKING that hard?

Take a look at the EASY GRACEFUL STYLE of the tennis player. Look at the PERFECT ARM POSITION of the golfer. GOOD TECHNIQUE is what makes it easy.

Your typing will also look EASY and GRACEFUL when you type smoothly. You will use ONE QUICK STROKE AFTER ANOTHER when your FINGERS and MIND are RELAXED. Be a CHAMPION.

You will be surprised when you are convinced that these tricks are the KEY that makes each athlete a WINNER.

YOU can be a WINNER . . if you find the KEY
and
USE IT WHEN YOU TYPE!

CHAMPIONS GO BY THE RULES OF THE GAME

Champions go by the rules of the game.
Typing has rules too.
Do you type by the rules?
Do you know the rules?

Do you know some rules better than others?

Do you know the difference when you're breaking a rule?

Do you know the rewards of sticking to the rules?

It will give you *The Good Life.*

QUIZ

Fill in the following lines:

Learning to type means you must:

1. _____
2. _____
3. _____
4. _____

"POSITION IN LIFE IS EVERYTHING"

Have you ever heard this expression before? Perhaps it means that getting a "SUPER-DUPER" JOB spells the DIFFERENCE between LEADING . . . .

"THE GOOD LIFE" . . .

Or a MISERABLE LIFE.
because . . . . .
you have NO SKILL to
offer an employer!

POOR SKILLS CAN ONLY GET LOW-PAYING JOBS.

Which life will your typing course lead you to?

SO, YOUR POSITION (posture) . . . .AT THE TYPEWRITER

MEANS EVERYTHING

It means it will give you a feeling of IMPORTANCE.

It will MAKE YOU FEEL CONFIDENT.

It will INFLUENCE YOUR ATTITUDE (the way you go about your work.)

THINK IT OVER AND PICK YOUR "TYPE"

Which typist will you be?

UPTIGHT – when your body is tense and your face is screwed up?

OR

FRUSTRATED – when your work is poor?

UNCOMFORTABLE – when you are slouching or leaning over your typewriter?

CONFUSED – when you take your eyes off the copy. and lose your place?

DISAPPOINTED – when wrong techniques result in poor work?

DISAGREEABLE – when your practice is such a bore!

FULL OF ERRORS – when you don't concentrate or type in the right way?

DISCOURAGED – when you don't produce good typing?

or . . .will you be this one?

RELAXED . . .When you "let yourself go."

COMFORTABLE – when you sit up with back against the chair. Shoulders down and relaxed. Feet flat on the floor. One foot in front of the other. Elbows and arms natural to the side.

WHAT IS YOUR FRAME OF MIND?

CLEAR MIND – when you can concentrate and follow instructions.

PRODUCTIVE – when you see all the good work you have done!

HAPPY – when you're tapping out rhythmic beats of tap, tap, tap!

DON'T BE A FAKE

and

pull a Sherlock Holmes Stunt.

Don't try it – it's another "no, no!" Don't look at your keys. No need for it, now that you are a touch typist. Looking away from your copy is a "NO, NO"!

DON'T LOOK AT YOUR KEYS

A FAKE at the typewriter – ugh, you wouldn't be caught dead, cheeeeting a peeeeek at the key!

Apply your CONCENTRATION TECHNIQUE. Be like SHERLOCK HOLMES in locating the right keys. Try it, you'll like it – touch typing, that is.

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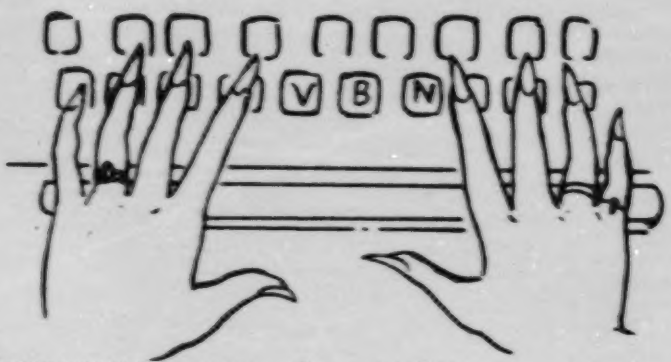
DON'T BE A "DRAG" AT THE TYPEWRITER

1. What's a "DRAG"?
2. LONG FINGERNAILS can cause you to be a "DRAG" at the typewriter because . . .
3. LONG FINGERNAILS need LOTS OF ROOM BETWEEN TYPEWRITER KEYS. There is not enough room between keys.
4. TYPEWRITER KEYS are TOO CLOSE TOGETHER to allow room FOR BOTH YOUR FINGERTIPS AND LONG FINGERNAILS on the center of the keys.
5. LONG FINGERNAILS will "HANGOVER" the keys.
   "HANGOVER" is not good – not even on the typewriter!



6. LONG FINGERNAILS cause your fingers to drag.
7. Long fingernails touch keys they are not supposed to strike.
8. "DRAGGING" causes
   DELAYS and
   ERRORS

Don't be a DRAG – S A V E T I M E

9. So don't be "PUT DOWN" as a "DRAG" at your typewriter.

10. SWITCH your "drag" to a SNAPPY STROKE – a stroke that is QUICK AS A FLASH.

ESSENTIALS OF KEY STROKING TECHNIQUES

"ESSENTIAL" is a word that is used often in the business world. ESSENTIAL means NECESSARY, REQUIRED, EXPECTED, and IMPORTANT. Perhaps a simple way to express the word ESSENTIAL is to say it is a "M U S T".

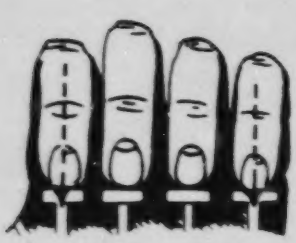
Stroking the key is a very ESSENTIAL word used in explaining how to guide you with a fine technique in typing.

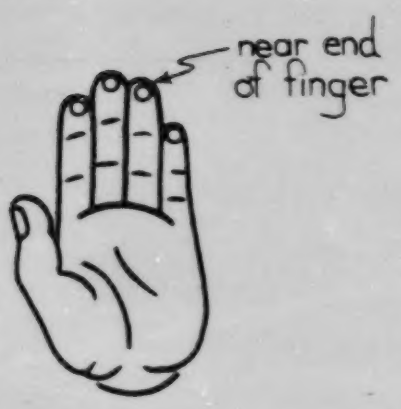
Stroking the key is the way used to strike a key. There are many ways to stroke the keys.

There are 7 seven GOOD ways to stroke the keys.

1. Stroke with ONE CONTINUOUS, SWEEPING MOTION – all in one action.

2. Stroke the key with your finger CENTERED on the key.





3. Stroke the key with ONLY the BALL of your finger.

4. Stroke the key with CURVED FINGER.

5. Stroke the key with a DIRECT, LOW REACH

6. Stroke the key QUICKLY, as though the key is HOT. Release (let go) quickly.

7. STROKING is easy when you keep the fingers CURVED and the reach LOW.

QUIZ

There are at least SEVEN good ways to stroke typing keys. Can you name them?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

WANT TO BE HUGGED – SO DO YOUR KEYS!

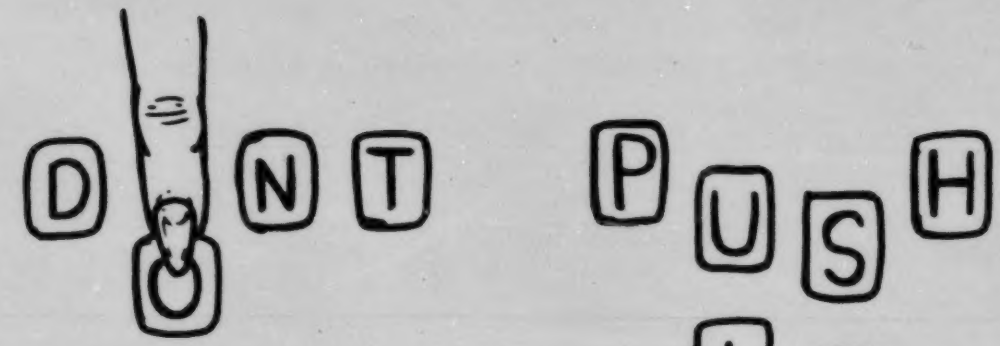
(Lively and Lightly)

Want to be hugged? So do your keys! They want to perform for you, but how can they without LOVE? Love will make those keys tick, tick, tick. Soooooooo, stay close to your keys, and they'll chatter back:

"I LOVE YOU"

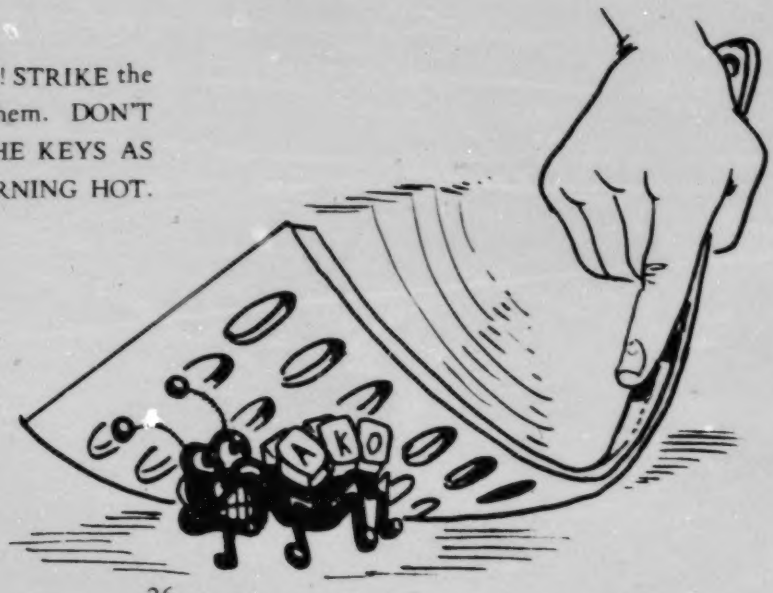
Hug your keys with CURVED FINGERS, HUG THEM lightly. They'll SNAP back for you with LIVELY SPEED!

NO PUSHING, PLEASE!



"PUSHING" the keys is what happens when you STRIKE the KEYS with a SHOULDER PUNCH. What's a shoulder punch? It is typing with the muscles of your upper arm tensed (UP-TIGHT). RELAX your arm and STRIKE with actions in your curved fingers only.

Don't be a BUG-SQUASHER! STRIKE the keys. DON'T SQUASH them. DON'T "PUSH" them. STRIKE THE KEYS AS THOUGH THEY ARE BURNING HOT.



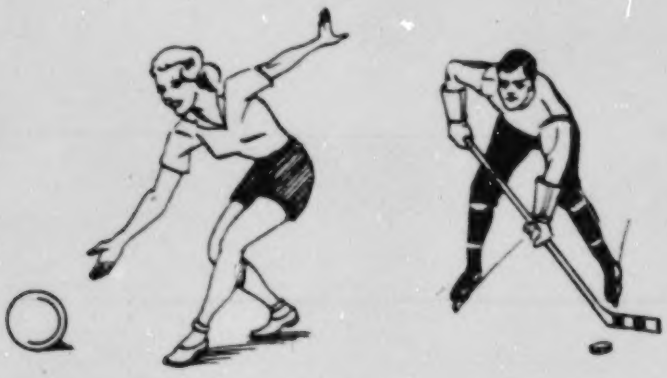
GO WHERE THE ACTION IS

THINK it over! GO WHERE THE ACTION IS by keeping your arms still. Keep your wrists low and relaxed. Keep your shoulders back, and slightly down, but relaxed. Try it, you'll like it. The difference is great!

You'll be surprised when you compare the difference . . . when you TYPE WHERE THE ACTION IS . . .in your fingers.

GO WHERE THE ACTION IS! That's a wonderful philosophy (outlook) that young people have. It's a good one. So, apply it to your typing too.

Keep THE ACTION . . . . . IN YOUR FINGERS ONLY . . . . . !



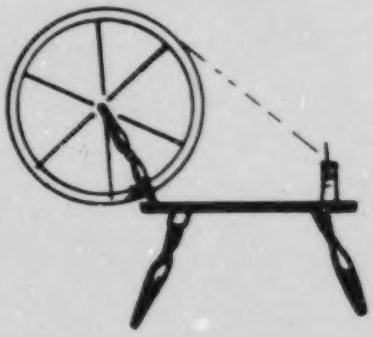
GO WHERE THE ACTION IS . . . . . means . . . . . keeping the action all in your fingers . . . . . but only with curved fingers. That's where the ACTION is! STRIKE the key with a QUICK . . . . . all-in-one SWEEPING ACTION.

ARE YOU A "WEAVER" OR A "TOUCH AND GO"

(GO-GO PERFORMER)?

Hand weaving was used in the early days. In this Jet Age, we use better and faster methods.

HAND and ARM WEAVING in typing are O U T! (out of fashion). Do not weave your wrists up and down. Don't weave your arms in and out.

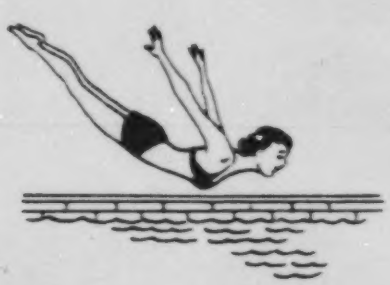


Weaving wastes motion in typing. Weaving results in time lost. WEAVING is a NO – NO! Chuck it.

Remember Jet Age performance. Go with a smooth, quiet action in STRATEGIC places. What does strategic mean? It means in an important place. STRATEGIC typing actions are in the FINGERS only. Arms and wrists have a quiet, almost unnoticeable motion. Save your energy for ACTION in your FINGERS ONLY.

REACH OUT – DON'T FLY HIGH OR LEAP OUT!

Fly high when you are happy, but don't FLY HIGH OR LEAP OUT with your fingers when you type. REACH for the letters away from the homerow keys.



You have learned and memorized how to type your homerow keys. Now you are ready to REACH OUT to another row – the row above and the row below the homerow keys. Reach out in the correct and proper way.

Remember, keep your fingers curved. Strike the key with the ball of your finger. Strike the key in the center. Reach LOW up to the next row. Don't raise your finger very high. You need to raise only a little bit. It is easier, and quicker. Try it. It's easy as flying.

List some of the don'ts about learning how to type:

1. _____

2. _____

3. _____

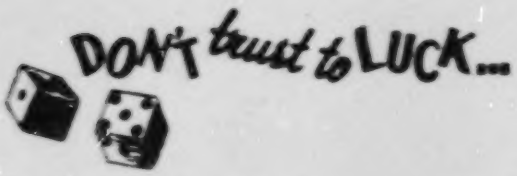
4. _____

5. _____

6. _____

7. _____

ACCURATE TYPING – IT'S NOT A MATTER OF LUCK



"MAKING IT" with dice might be a matter of luck.
MAKING IT AT THE TYPEWRITER IS NOT LUCK.

But you can be lucky at the typewriter if . . .

You are wise enough to FOLLOW YOUR LEADER.

IMITATE YOUR LEADER. Being a COPYCAT of a leader is a good idea. WATCH AND LISTEN.

Follow your LEADER'S INSTRUCTIONS. It will LEAD you TO the trail of MANY EMPLOYMENT OPPORTUNITIES.

You won't need luck. You'll make it on your own when you follow these tips.

WHAT'S YOUR HANG-UP?

IT'S NO MYSTERY

What's your hang-up? SAME OLD TYPING ERRORS? It's no mystery to solve them, if . . .

You learn how to identify the kind of typing errors you make. Is your problem spacing in the mid dle of a word, when you shouldn't? That means you are striking and lingering on the keys. This produces an extra space.

Do you have a hang-up of NOTSPACING between words? Then you are not striking the space bar with a down-and in motion of your thumb. You are not striking the space bar forcefully enough. You are hitting it too lightly.

Another hang-up – do you strike double letters when you don't mean to? That means you are not concentrating or your spelling needs attention.

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YOU'LL BE SITTING ON TOP OF THE WORLD

YES, you'll be SITTING ON TOP OF THE WORLD when you type ACCURATELY. You can type ACCURATELY when you CONCENTRATE.

You can type ACCURATELY when your fingers are CURVED.

Your ACHIEVEMENTS will be improved when you type with CURVED fingers.

You will type ACCURATELY when you strike the keys SWIFTLY and when you strike with the BALL of your fingers. YES, when you RELEASE the keys QUICKLY, YOU will type ACCURATELY and be well-fixed.

PUTTING IT ALL TOGETHER

Put it all together (right at the start). Learn to type . . .

- IN THE RIGHT WAY
- IN AN EASY, RELAXED WAY
- WITH FEW TYPING ERRORS
- WITH CLIMBING SPEEDS
- WITH EXCELLENT RESULTS

What are these necessary techniques? They are simply your . . .

- POSTURE at the typewriter
- FINGER, HAND and ARM positions
- CONCENTRATION HABITS
- POSITIVE ATTITUDE
- WILLINGNESS TO WORK

IT MEANS IT WILL DETERMINE THE QUALITY OF YOUR WORK.

WHICH END OF THE SCALE DO YOU HANG-IN?

THIS SIDE? (WRONG SIDE)	Or	THIS SIDE? (RIGHT SIDE)
• POOR POSTURE		• COMFORTABLE POSTURE
• DISTRACTION		• CONCENTRATION
• DISINTEREST		• ENTHUSIASM
• POOR WRIST POSITION		• WRISTS EVEN WITH TYPEWRITER
• FINGERS (FLAT)		• FINGERS CURVED
• JERK(y) TYPING		• SMOOTH, RHYTHMIC TYPING
• SLOW SPEED		• HIGH SPEED
• ERRORS		• ACCURACY

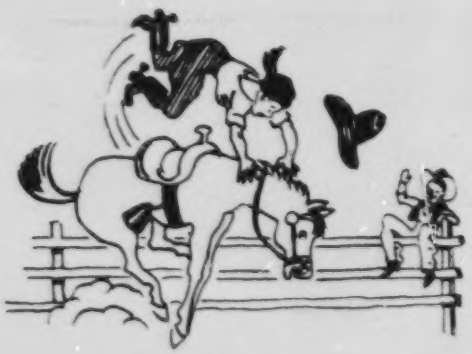
BE WISE AND "HANG-IN" ON THE "HIGH QUALITY SIDE"

DON'T BE A JERK(y) TYPIST

Don't get "put down" just because you pause a second between letters or words. Short delays can slow down your typing. Worse yet, it makes you a JERK(y) typist. So, who wants to be a JERK at the typewriter?

JERK(y) at the typewriter is another "no–no." Blend and hit one letter or word right after another WITHOUT hesitating. Keep the carriage moving continuously – at your own controlled pace. You can increase your typing speed.

Another tip: Hit the space bar as though it were just another letter in a word. You will be amazed how much faster you will be typing when you develop this easy habit.



A "SMOOTHY" AT THE TYPEWRITER – TRY IT, YOU'LL LIKE IT!

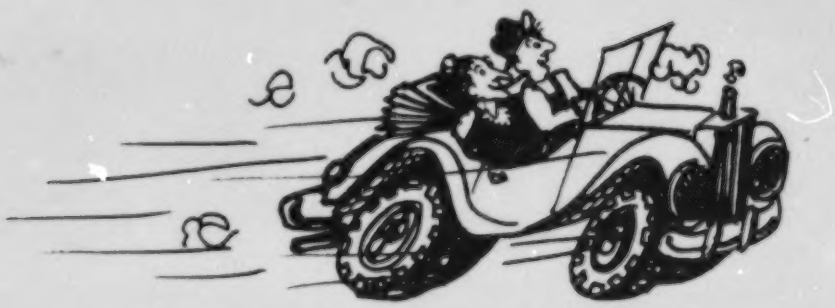
Be a "SMOOTHY" at the typewriter. Try it, you'll like it! You may have heard this comment many times. Use it to your advantage this time. How can you be a "SMOOTHY" at the typewriter?

It's easy. BLEND YOUR KEYS. Blend and strike them quickly and in one complete motion. Strike one key right after the other. Reach low without pausing. Typing with accuracy will make you happy. Best of all it gives you confidence.

Your smooth typing can imitate the sound of a rat-a-tat-tat; it can imitate the sound of an idling motor. Can you imitate these sounds at your typewriter? Do you sound like a SMOOTHY?

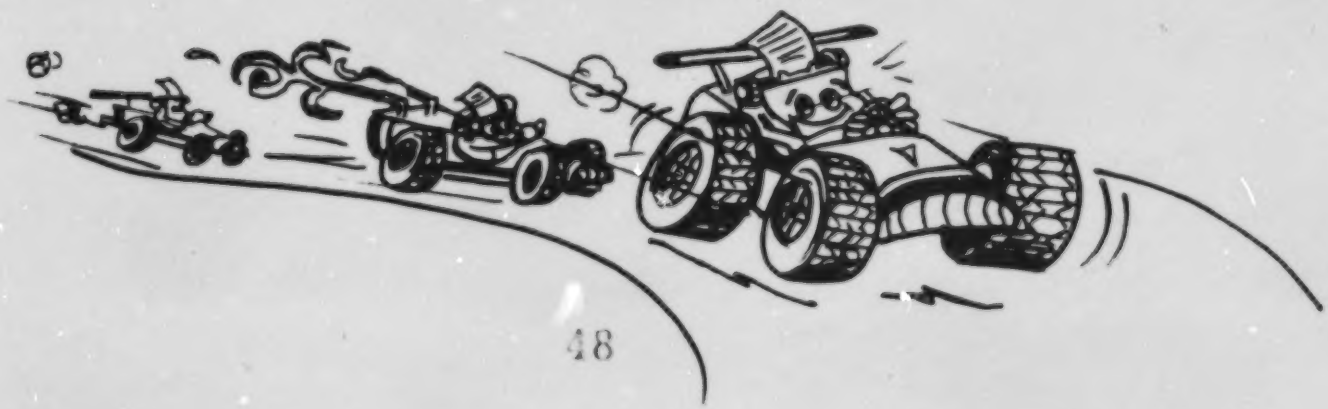
CRUISE ALONG AND KEEP IT MOVING

Now, you have gone WHERE THE ACTION IS. Keep the action MOVING. What do we mean? Simply this:



Type one letter after the other. Don't pause between letters and don't pause after hitting the space bar. Keep your carriage moving, and your typing will be smooth and continual.

THEN, type to the end of the line. Without pausing, hit the return key without taking your eyes off the copy. QUICKLY start the new line as soon as the carriage returns. Develop this good habit each day. It will increase your speed – just like magic!



48

STEPPING UP IN THE WORLD

You'll be STEPPING UP in the world when you STEP UP your typing speed.

SPEED

You'll be STEPPING UP your typing speed if you keep your eyes on the copy.

You'll be STEPPING UP your speed if you type one word right after the other. Don't pause between words.

STEP UP your typing SPEED by hitting the return key at the end of a line. Don't hit the space bar first.

STEP UP your speed. by starting the new line without pausing.

DO YOU RECOGNIZE THESE TUNES?

"RELEASE ME"

"I WANT TO BE FREE"

Practice what you preach (oops), I mean sing!
Yes, your keys are tapping to the tune of "RELEASE ME". *RELEASE* your keys QUICKLY to help yourself GAIN SPEED.
The FASTER you RELEASE, the FASTER you will type.

RELEASE (LET GO QUICKLY)

Your keys are still SIGHING, "I WANT TO BE FREE."

Do you LIKE TO BE FREE?

Your KEYS WANT TO BE FREE.

FREE THEM with a QUICK RELEASE!

See how quickly your speed will increase!

RELEASE YOUR KEYS QUICKLY. Then they will be free.

QUIZ

Fill in the MAGIC missing word to the following lines:

Your keys want to be_____

Go where the_____ is.

Accurate typing is not a matter of _____

Don't be a _____ typist.

Are you a _____ at the typewriter? Try it, you'll like it.

When you type, what part should be kept moving? _____

When you start a new typing line, you hit the return key and type _____ looking up at the new line.

You'll be sitting on top of the world when you type _____ and_____ and when you type with your fingers _____

The In-thing in speed typing is to be_____Out.

Your key sings the tune "_____ Me"

In typing you'll strike it rich when you: _____

_____

_____

YOU'LL STRIKE IT RICH

You'll strike it rich, when you learn to type with fine TECHNIQUE in this rich, rich world!

You'll strike it rich, when you strike the keys with a DIRECT REACH.

You'll strike it rich, when you strike the keys as though they were BURNING HOT.

You'll strike it rich, when you strike the keys with a DOWN-AND-IN MOTION.

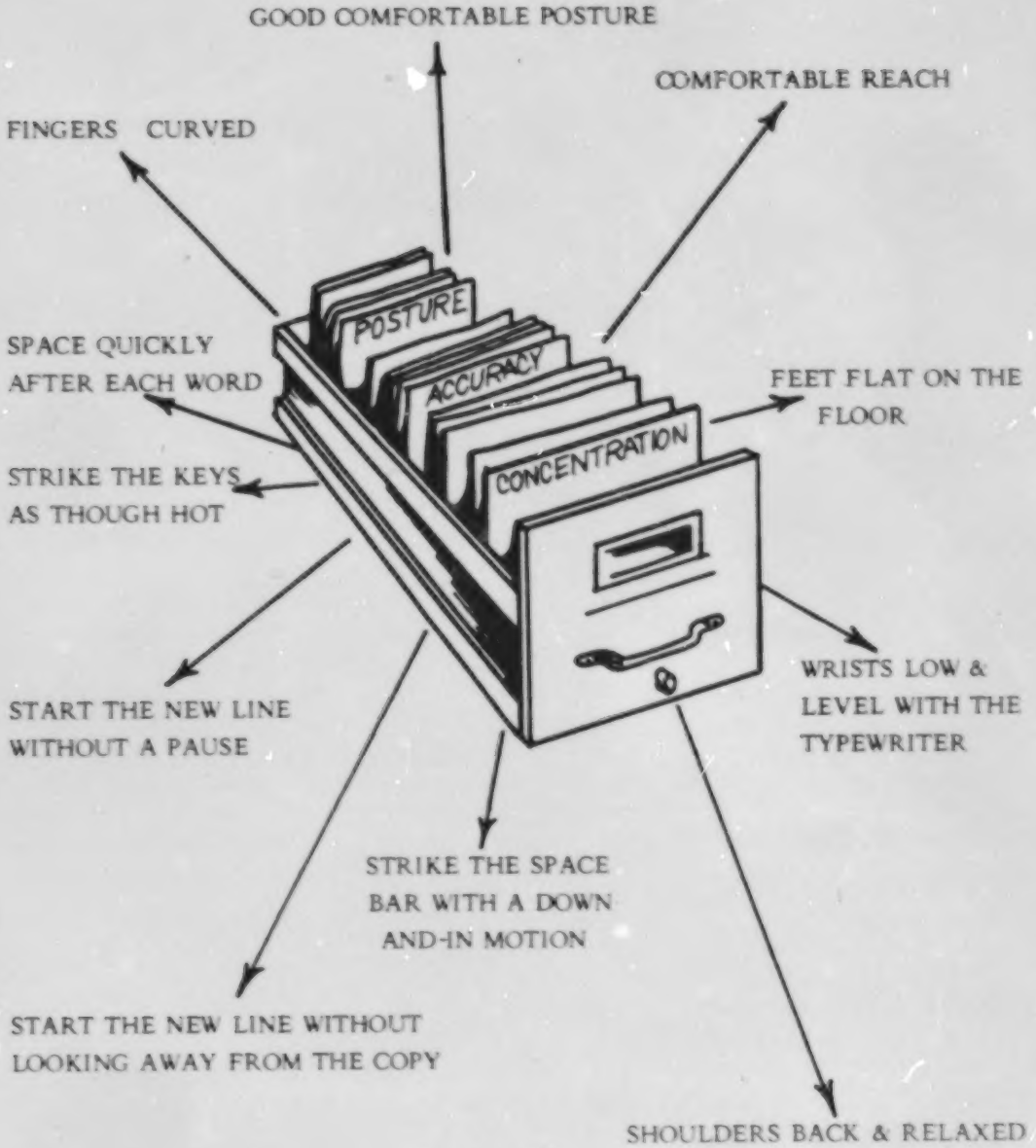
You'll strike it rich, when you strike the keys with a QUICK AND SNAPPY STROKE.

You'll strike it rich when you strike the keys as though they were hot pins.

IN THIS COMPUTER AGE

FILE THESE RECORDS IN YOUR

MEMORY BANK


GOOD COMFORTABLE POSTURE
COMFORTABLE REACH
FINGERS CURVED
POSTURE
ACCURACY
CONCENTRATION
SPACE QUICKLY AFTER EACH WORD
FEET FLAT ON THE FLOOR
STRIKE THE KEYS AS THOUGH HOT
WRISTS LOW & LEVEL WITH THE TYPEWRITER
START THE NEW LINE WITHOUT A PAUSE
STRIKE THE SPACE BAR WITH A DOWN AND-IN MOTION
START THE NEW LINE WITHOUT LOOKING AWAY FROM THE COPY
SHOULDERS BACK & RELAXED

53

QUIZ

From your MEMORY BANK file, can you list some good body position techniques?

_____

_____

_____

_____

_____

Can you list some good finger, wrist and arm techniques?

_____

_____

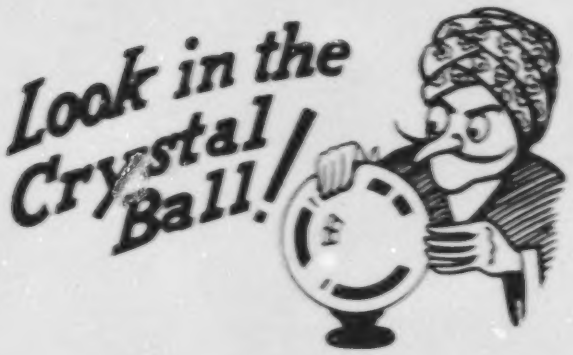
_____

How should you strike the space bar?_____

What is the technique for spacing?_____

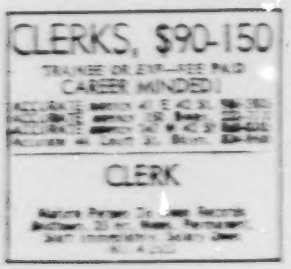
How do you start a new line?_____

PREDICTING YOUR FAILURE OR SUCCESS



Follow the road to SUCCESSFUL EMPLOYMENT OPPORTUNITIES. Type in the RIGHT WAY with GOOD POSITION, ACCURACY, and REASONABLE SPEED.

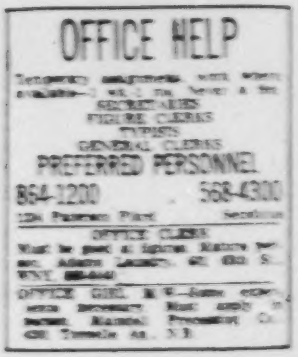
LOOK AT SOME OF THE CLERICAL JOBS THAT can be yours.


CLERKS, $90-150

TRAINEE OR EXP.—FEE PAID

CAREER MINDED!

CLERK


OFFICE HELP

SECRETARIES

FIGURE CLERKS

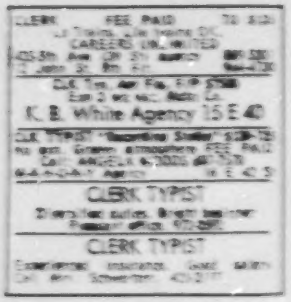
TYPISTS

GENERAL CLERKS

PREFERRED PERSONNEL

864-1200 568-4300

OFFICE CLERK


CLERK FEE PAID

CAREERS UNLIMITED

K. B. White Agency 15 E 40

CLERK TYPIST

CLERK TYPIST

Make your choice . . . . . and be your own fortune teller.

ARE YOU A MANIPULATOR?

MANIPULATE means . . . . .to handle. how to use

The typist manipulates the parts of the typewriter. She knows how to use her machine.

A good *Manipulator* can increase her typing speed. She knows HOW to use these parts wisely and effectively. Do you?

A good manipulator gives the impression of an EXPERT at work. Do you give that EXPERT impression?

A good MANIPULATOR gets the best use from each machine part. Are you ever puzzled when you must TAB? Are you ever puzzled when you must SHIFT?

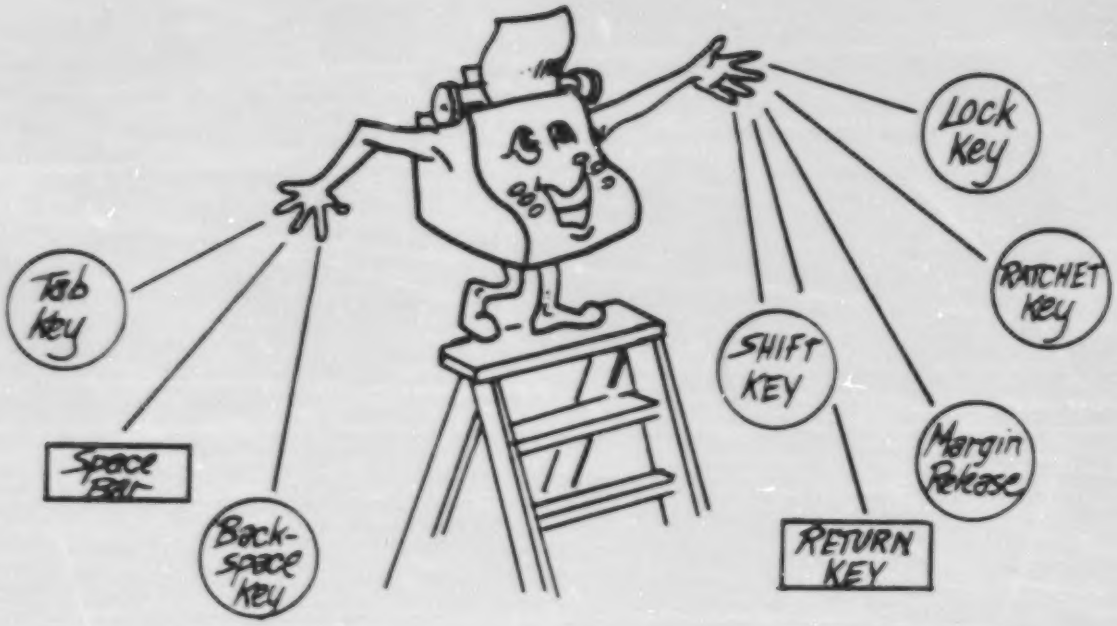
A good MANIPULATOR can increase typing speed. Know HOW to use and CONTROL these parts wisely and effectively. DO YOU KNOW HOW?

The typist who is a good MANIPULATOR at the typewriter will be COMPLIMENTED.

8 SPEEDY STUNTS

for

SMART MANIPULATORS

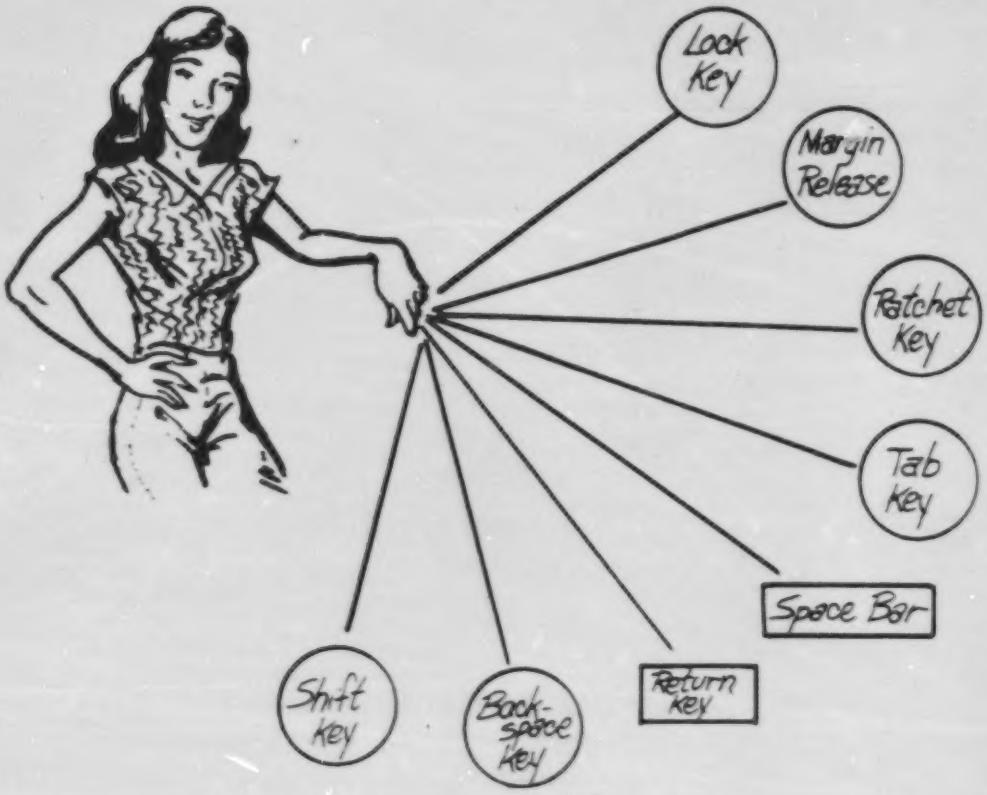


No MANIPULATION – No TYPING! What kind of a gimmick is that? Imagine MANIPULATING the typewriter like an EXPERT. You can do it without striking one alphabet key.

MANIPULATE AUTOMATICALLY (means without special effort). You can become a speedy typist. Manipulate the typewriter like a "P R O".

The secret is to manipulate the action keys.

WHICH MANIPULATION KEYS DO YOU USE?



NOW, find these MANIPULATIVE keys at your typewriter.

Learn WHY each key is MANIPULATED, and WHAT it does.

SPACE BAR	Spaces forward – for space between words.
SHIFT KEYS (2)	HOLD down to type a capital letter, one at a time.
LOCK KEY	LOCK down to type capital letters CONTINUOUSLY.
TAB KEY	Strike to move the carriage to INDENT and type in COLUMN form.
BACKSPACE KEY	Strike to move back one space or more.
MARGIN RELEASE	STRIKE to type outside left or right margin.
RETURN KEY	STRIKE to type on next line space.
LINE SPACER	MOVE to desired spot for single, double, or triple spacing.

List the parts of the typing machine that you have learned to manipulate.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Describe what each part does when you manipulate it.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

KNOW YOUR TYPE (SIZE)

Are you SIZE 10?

Know your size. Get the right fit. This is important in typing too, BECAUSE the size of your letter type shows how many words can fit on a page.

Size 10 in typing language is called.....PICA.

OR

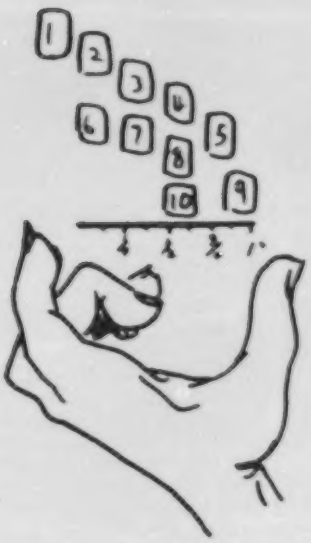
Are you SIZE 12?

It is important to know the difference and the meaning of size 10 or size 12.

In typing language size 12 is called **ELITE**.

"Type size" is the size of your typing letters. There are TWO different type sizes that you will be using.

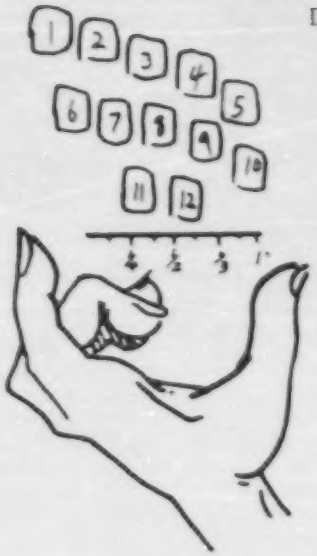
One size type is called P I C A. If the typewriter has PICA SIZE TYPE, that means ten (10) letters fit in one inch of space.



One inch of PICA size type looks like this: tententent

The OTHER size type is called E L I T E. If the typewriter has Elite size type, that means twelve (12) letters fit in one inch of space.

One inch of space looks like this: twelvetwelve (count the letters) Can you see the difference? ELITE is a SMALLER type letter than PICA! That's the DIFFERENCE.



LIFE HAS MANY SIGNS AND SYMBOLS

We all know the meaning or symbol of the heart. Yes, it means LOVE and AFFECTION.

We all know the symbol of the Cross which means some form of Christian religion.

We all know the symbol of a graduation cap – the completion of a level of education.

We all know the symbol of the American Flag – yes, patriotism.

Your typing course has many symbols for special meanings and messages. Let's discover what the symbols are. We will find the symbols on your typewriter.

SIGNS AND SYMBOLS FOR THE SMART SET

"CUE TIPS"

SIGNS AND SYMBOLS are not only the language for the deaf. SIGNS AND SYMBOLS are short-cuts. They help you type faster. Use the shift key to type many of them.

A business girl's vocabulary and knowledge must be UP TO THE MINUTE. Business uses short-cuts to speed up work. You must know these short-cuts.

Payroll Departments use many SIGNS AND SYMBOLS. They are used on invoices and many other business forms. SYMBOLS are SHORT-CUTS. SHORT-CUTS used in business produce SPEED.

All typewriters have the ASTERISK (*) symbol. It looks like a star (*). It is used when you make a special note at the end of a word, a number, or sentence. It refers to a special footnote at the end of the page.

#9 ticket

6# bag

All typewriters have the NUMBER SYMBOL. The # symbol is typed instead of No. No. 6 is #6. The # symbol also means pounds, if it is typed right after a figure – like this: 6# – that means 6 pounds. It is also used as a proofreaders' symbol – which means SPACE between words.

All typewriters have the symbol for the dollar sign. Type the $ sign by shifting the number 7 key.

Many areas need the word "at." The symbol is @ and it is expressed many times . .@ $3.00 a dozen. @ $100 a ton . . .@$4.00 each.

@ $6.00 per yd.

1&2

The & sign means "and" — for example, "Brown & Sons," or "POWER & LIGHT CO."

BRACKETS OR PARENTHESES are used when we want to close up words or figures in brackets as in Wednesday (April 2), $51.00 (Fifty-one), or just closing up numbers in brackets (249) (5802).

(CLOSE)

c/o 5/9

The SLASH or DIAGONAL LINE (/) is used to make fractions on the typewriter as in 5/6, 3/8, or 1/9. It is used in addressing envelopes as in c/o Mrs. John E. Smith, which means in care of.

To underline words, lines, or numbers the shift of the hyphen is used as in 654 _ underline.

SHIFT the hyphen key.

Some typewriters have more symbols and sign keys than others. Some can make the plus. But . . . . .if not, you can make your own plus sign this way:

6 + 3 = 9

9 – 3 = 6

6 x 3 = 18

First type a hyphen – Then backspace over it.
Type the / slash
And you have a PLUS sign. +

Use your X key for multiplying.
X key is used for continuous "x"ing out a word.

Your HYPHEN KEY – can do two things. It can mean a MINUS for subtraction.

It is also used to type a division symbol. Type the hyphen first. – Then backspace over it. Now shift and type the colon and you have a ÷ Division mark.

12 ÷ 6 = 2

All typewriters have the APOSTROPHE SYMBOL. It looks like this '. You don't shift to type the apostrophe. The apostrophe is used to show possession as in Joe's clock. It is also used to type 2 o'clock.

2 o'clock

Joe's clock

"SPACE NEWS" FOR

PUNCTUATION MARKS

In this space age we try to explore "OPEN SPACE". The PUNCTUATION MARK also makes its entry for "OPEN SPACE". Do you know your SPACE AGE PUNCTUATION REGULATIONS?

TURN THE PAGE for your space age punctuation regulations.

The PERIOD needs **2** blank spaces at the end of a line or sentence.

The QUESTION MARK needs **2** blank spaces at the end of a line or question.

The EXCLAMATION MARK needs **2** blank spaces at the end of a line or exclamation remark.

B U T

The COMMA only needs **1** blank space; and

the SEMI-COLON needs only **1** blank space.

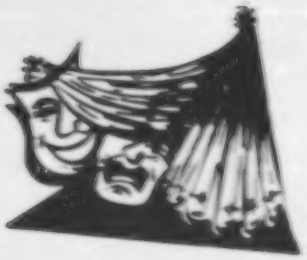
Don't cheat the PUNCTUATION MARKS

OUT OF SPACE!

CURTAIN TIME

and

ON WITH THE SHOW



At this time you should be able to:

FEATURE

Some of your scenes:

- RIGHT ATTITUDE TO START TYPING
- PERFECT POSTURE PERFORMANCE
- CORRECT SHOULDER, ARM, and WRIST ALIGNMENT
- CORRECT HAND ALIGNMENT
- "RIGHT ON" FINGER POSITIONS
- THUMBS CURVED ON OR OVER THE SPACE BAR
- EYES ON YOUR COPY

- Then, your typing drills, your typing accuracy, and your typing speed have made a hit!

Fill in the blank lines for the following sentences:

Space _____ times for the period (.).

Space _____ times for the question mark (?).

You space _____ times for the exclamation mark (!).

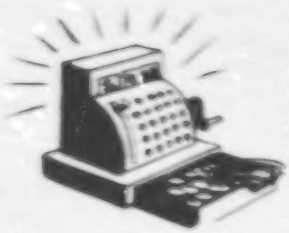
You space _____ times for the comma (,).

You space _____ times for the semi-colon (;).

CLANG, YOUR CASH REGISTER WILL BE CLANGING!

Yes, your cash register will be clanging if you've been "Clicking" at your typewriter!

Clang, your cash register will be clanging, when your work at the typewriter has a high percentage of accuracy.



Clang, your cash register will be clanging, money ahead when your speed at the typewriter is better than average.

FLASH – good news. Your cash register will always be clanging when you are a willing, conscientious, productive typist.

WHEREVER YOU GO

Wherever you go, you can earn a living when you know how to type.

Wherever you go, you can earn a living when you can do clerical work.

Wherever you go, you can earn a living, when you know how to type accurately.

Wherever you go, you can earn a living when you know how to type rapidly.

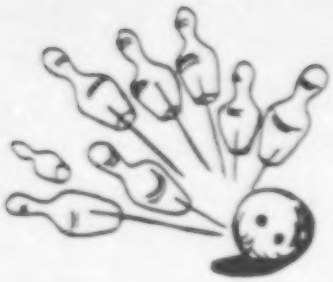
Wherever you go, you can earn a living when you know how to type many business forms.

YOU'LL MAKE A HIT

You'll make a hit with your employer when you type like an expert.

You'll make a hit with your employer when he knows he can depend upon your good typing.

You'll make a hit with your employer when your typing is accurate.



You'll make a hit with your employer when you are punctual.

You'll make a hit with your employer when you are dependable.

SOMETHING TO CROW ABOUT

You've got SOMETHING TO CROW ABOUT when you know that you can type with:

RELAXATION

CONCENTRATION

RHYTHM

CONTINUITY

FREE ACTION

COMFORT

FINGER ACTION ONLY

RIGHT FRAME OF MIND

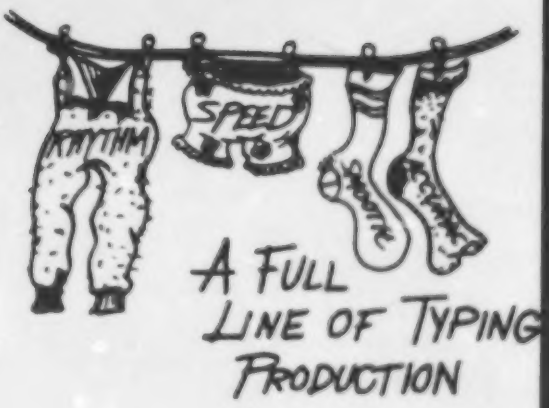
EYES ON THE COPY

QUICK SNAP STROKES

LET IT ALL HANG OUT

Let it all hang out. It's a good idea because you can SHOW OFF YOUR TYPING SKILLS.

Let it all hang out; you can be proud of your accuracy.



Let it all hang out. You can COMPETE WITH SPEEDY TYPISTS.

Let it all hang out. You are TOMORROW'S OPPORTUNITY.

Let it all hang out. You know how to MANIPULATE YOUR TYPEWRITER EFFICIENTLY.

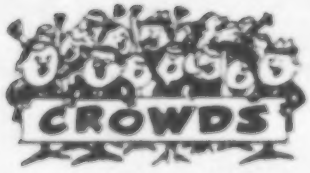
Let it all hang out. (Your shingle). You are now READY FOR AN EMPLOYMENT OPPORTUNITY.

POWER TO THE PEOPLE

POWER TO THE PEOPLE who know how to type quickly.

POWER to the people who can follow instructions.

Power to the people who want to please their employer.



Power to the people who work conscientiously.

Power to the people who learn to listen correctly.

Power to the people who can type productively.

WILL YOUR TYPING "CLICK" YOU RIGHT INTO AN OFFICE?

WHEN YOUR TYPING HAS RHYTHM, AND . . . . . .

WHEN YOU GO CRUISING ALONG AS THOUGH YOUR TYPEWRITER WERE RIPPLING OUT A MELODY . . . . . .

WHEN YOUR TYPING SEEMS SO FREE AND EASY, AND . . . . . .

WHEN YOU'RE FEELING FREE AND CONFIDENT . . . . . .

THEN, YOU'LL BE "C L I C K I N G".

Now you are ready for an office job.

Can you picture yourself here a year or two from now?

THE "INSIDE DOPE" IS OUT – SO, RUN FOR YOUR LIFE (goal)

Yes, the "inside dope" is out. What does all this have to do with typing? It has a lot to do with it!

It has to do with:

- Results of your typing lessons
- Techniques you have learned
- Efforts you have given
- Knowing HOW to type NOW in the RIGHT way with. . . .

  RIGHT results

  Right goals

That's what these remarks are all about – about the fact that you are now ready and qualified as a good typist for the employment world.

Now, you are qualified to earn a living. Congratulations!